Louisiana State Archives
Committee Hearing Audio Tape Request Form

NAME/AGENCY: _____

ADDRESS: _____

FAX/TELEPHONE: _____

Please check one box below:

☐ Will Pick Up   ☐ Mail

Please fill in required information to process request*:

House or Senate	Exact Date (Month, Day & Year)	Name of Committee

*For this information contact: House of Representatives 225.342.6124, Senate 225.342.2370 or the Legislative Library 225.342.6945

Legislative Audio Tape Fee Schedule

For Public …………………….$15.00 per tape
For State Agency ………………$6.00 per tape

Submit check or money order to:
    Research Library
    Secretary of State
    P.O. Box 94125
    Baton Rouge, LA 70804-9125

Please do not send cash! We do not accept credit or debit cards at this time.
NOTE: Payment must be received in full before processing request.

LFP 1 (Rev. 01/10)

<u>Policy regarding Hearing Committee audio tape requests:</u>

1. To process a Committee Hearing Tape Request we require the following:
   - Body of Legislature of Committee (House or Senate)
   - Exact Date of Hearing (Month, Day & Year)
   - Committee Name

2. All Committee Hearing Tape Requests are typically processed in one full business day depending on the number of tapes requested.*

3. Committee Hearing Tape Requests will be processed in the order that they are received.

4. Tape requests are processed Monday through Friday, 8 a.m. to 3:30 p.m. (except holidays).

5. Tape requests received after 9 a.m. on Friday will be processed by 4 p.m. on the following Monday (except on holidays).

6. Quality of tape copies will be consistent to the originals (Most are of poor quality by today's standards).

7. The Louisiana State Archives is not authorized or staffed to engage in comprehensive Legislative/legal research or to verify committee tape information.

If, after reading the information, you still have questions, please feel free to call the Research Library at 225.922.1208 or write to us at:

     Research Library
     Secretary of State
     P.O. Box 94125
     Baton Rouge, LA 70804-9125

* You will be contacted if additional time is needed. Committee tapes originally recorded in slow speed may require additional processing time.